

Building Permit Application Instructions:

The Building permit application is your comprehensive permit application which includes the total proposed improvements to the property. The following represents the requirements needed to complete your application in a timely manner:

- Complete sections I through D.
- Complete section E in detail as to what type of work is being performed. Additional paper may be attached.
- A site drawing with construction detail is required for all decks, accessory structures and new construction. Site drawings must indicate rear, front and side setbacks from the existing property lines.
- Complete section F indicating all improvements inclusive of electrical, plumbing, sprinkler work, etc. Indicate the sum of all improvements in the “Total Cost of Improvements” section. This will dictate the cost of your building permit. (Sprinkler/Fire Prevention Code fees may be included on your building permit application)
- A single set of drawings (1) is required indicating compliance with all fire and panic provisions for commercial buildings and buildings utilized by the general public for the following types of work:
 - a) For new or extensive construction work in commercial/industrial buildings or buildings utilized by the general public. (extensive is defined as work where the cost of such exceeds the 50% of the appraised value of the building)
 - b) Work where the floor layout and the path of egress are altered for the above types of construction
- New fire sprinkler installations require sealed drawing to be approved by the City Fire Bureau.
- A *flood plain elevation certificate* is required for all-new construction and extensive rehabilitation in the 100-year flood plain. (extensive is defined as work that exceeds 50% of the appraised value of the building)

or the total sum of work over time that has met or exceeded 50% of the appraised value of the building)

- *Flood plain* construction must comply with the current adopted codes.
- New or extensive *flood plain* or construction may require a *special exception* or *variance* before a permit can be issued and may require review by the Harrisburg Zoning Hearing Board.
- Work that involves improvements to the exterior of a building that exists in a registered *historic district* is required to complete a no cost *historic permit* application. Extensive modifications may require a separate approval by the Harrisburg Architectural Review Board.
- Complete Section G. Any contractor or sub-contractor must be listed and must possess a valid *Mercantile License*.
- No building permit may be secured for properties that have been *condemned* by the City of Harrisburg without submittal of items listed herein.
- *Progressive Inspections* are required by The Bureau of Codes Administration for all new construction, extensive rehabilitation or as indicated by the Bureau of Codes Administration.